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CONTENTS

I. GENERAL INFORMATION PAGE

- Work Week 1
- Expense Reports 1
- Name Stamp 1
- Absence From Work 2
- Field Sales Operating Fund 3
- Robinson-Patman Act 3
- Rumors 3
- Communications With Competitors & Customers 4
- Statements Involving the Company 4
- Handling of Merchandise 4
- Calling on Schools 4
- Security 5
- Vehicle Security Checklist 7
- Referral Bonus Plan for Referring Representatives, Secretaries, and Region Operations Coordinators 9

II. COMPANY VEHICLES

- Operating Guidelines 1
- Preventative Maintenance 1
- Maintenance of Vehicle 2
- Repairs Under $100 2
- Repairs Over $100 2
- Gasoline and Oil 4
- Tires/Tire Maintenance 4
- Washing 4
- PHH Service Card 4
- Insurance Cards 5
- Registration Renewal 5
- Accidents 5
- Accident Repair Instructions 7
- Alcohol/Drugs 8
- Summons/Subpoena 8
- Personal Use 8
- Storage 8
- Vehicle Break-Ins 9
- Rental Vehicles 9
- Employee's Personal Vehicles/Company Business 10
- New Vehicle Ordering 10
- New Vehicle Delivery 10
- Old Vehicle Disposition 11
- Safe Driving Program 11
- Seat Belts 12
- Personal/Commuting Mileage 12

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

III. EMPLOYMENT PRACTICES

- Equal Employment and Affirmative Action....1
- Sexual Harassment....1
- Corrective Actions....2
- Communications Channels....4
- Alcohol/Drug Abuse....4
- Employee Assistance Program....7
- Consensual Romantic Relationships....9
- Safety and Health Program....10

IV. STANDARDS OF BUSINESS CONDUCT

- Cover Letter....1
- Table of Contents....3
- Conflicts of Interest....6
- Competitive Practices....8
- Dealings With Persons Who Provide Us Goods and Services....9
- Dealings With Customers and Potential Customers....11
- The Foreign Corrupt Practices Act ("FCPA")....12
- Anti-Boycott Law....13
- Dealings With Public Officials....14
- Political Activities and Contributions....16
- Integrity of Records and Financial Reports....17
- Equal Employment Opportunity....17
- Sexual Harassment....17
- Health, Safety and Environmental Protection....18
- Substance Abuse....18
- Use of Agents and Non-Employees....18
- Standards Compliance....18
- Standards Violations....20
- Continuance of Existing Personnel Policies, Rules, and Performance Standards....20
- Updating....20

V. CIGARETTE ADVERTISING AND PROMOTION CODE

- Advertising....1
- Sampling....2
- Other Promotional Activities....4
- Definitions....4

VI. EMPLOYEE RECEIPT

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

I. GENERAL INFORMATION

Work Week

The established work week for R. J. Reynolds Tobacco Company employees is five eight hour days per week, Monday through Friday. The standard eight hour work-day is from 8:00 a.m. to 5:00 p.m. (including a one hour meal break).

Managerial Employees: As Exempt employees, management personnel are responsible for meeting the accountabilities and responsibilities entailed in their position, regardless of the standard hours or standard work week.

Sales Representatives: As Exempt employees Field Sales Representatives are also responsible for meeting the accountabilities and responsibilities of their position regardless of the standard hours or standard work week. Field Sales Representatives are expected, however, to concentrate their sales efforts between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, in recognition of the normal business hours of most of our customers. They will also be allowed some flexibility in scheduling their days as long as it does not negatively impact their overall job performance and productivity.

Secretaries: As Nonexempt employees, the standard hours and standard work week do apply to Field Sales Secretaries, however, any additional hours worked over and above the standard hours, will be compensated by overtime pay in accordance with applicable state and federal regulations.

Note to Secretaries: While overtime work is not required, or allowed without management approval, all overtime hours should be accurately reported whether or not it was required or approved, and it will be paid accordingly. Repeated or continued working of unapproved overtime, however, may result in corrective action being taken due to failure to follow management instruction.

Expense Reports

Reports should be filled out daily and mailed to your Division Office promptly at the end of the last day worked each bi-weekly pay period.

Name Stamp

You will be furnished a name stamp that should be used on all reports and receipts mailed to Winston-Salem. It is extremely important that your account number is always legible.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Absence From Work

1. Exempt

Exempt employees must notify management in a timely manner when circumstances (personal, sickness, etc.) prevent them from reporting for a scheduled work day or when circumstances arise causing the employee to miss more than four (4) hours of any scheduled work day.

While their pay will not be affected, exempt employees should make the appropriate notations on their Bi-weekly Expense and Payroll Reports specifying why they are off duty, using the following symbols for the purpose explained in the "Hours Worked" space of the report.

S - Absence due to personal physical ailment or dental care.
F - Absence due to death and/or funeral of member of family.
J - Absence due to jury duty.
H - Holiday
V - Vacation
M - Military Reserve Training

The above notations should only by used when absences are for more than four (4) hours.

It is not necessary for exempt employees to make notations for absences of less than four (4) hours or to show total hours worked on Bi-weekly Expense and Payroll Report.

2. Non-Exempt

Non-exempt employees must notify management in a timely manner anytime circumstances (personal, sickness, etc.) prevent them from reporting for a scheduled work day, or when circumstances arise causing the employee to leave from a scheduled work day early, and show actual hours worked for all partial days (4 hr., 5 hr., etc.).

Enter the appropriate absence symbol immediately to the left of the hours, utilizing the appropriate code specified above in the Exempt employee section, and show total hours worked on Bi-weekly Expense and Payroll Report for all reporting periods.

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Field Sales Operating Fund

This fund is to be used to make cash security deposits for merchandise (manufactured by R. J. Reynolds Tobacco Company) from distributors at the prevailing wholesale price, for sale at the same price to retail accounts and for expenses in conducting other Company Business.

Your fund amount has been determined by your Management and is based upon the requirements of your assignment. Thus, you should never obtain any form of credit (cash, merchandise, etc.) from a retailer or distributor. **Any employee violating this policy will be subject to corrective action, up to and including the termination of his/her employment.**

You are accountable for this fund, and upon the termination of your employment, or whenever otherwise requested by the Company, this fund must be returned in full.

Robinson-Patman Act

The Promotional Allowances and Services sections of the Robinson-Patman Act require that both competing retailers and wholesalers in any given trade area be treated on a proportionally equal basis.

A Company violates the Robinson-Patman Act by giving higher promotional payments or services to some accounts and not others (other than on a proportional basis, worked out with our law department) or by other methods of conferring preferential treatment. With this in mind, please remember that in the solicitation of orders from retail accounts, you must not suggest to a retailer the jobber with whom an order will be placed, or attempt in any way to influence a retailer's choice of the jobber through whom he/she prefers to purchase their goods. This decision must be entirely up to the retailer.

Rumors

From time to time untrue rumors about this brand or that, or this company or that, start "making the rounds" in various sections of the country. Almost invariably, these tales are utter nonsense, having not the slightest basis in fact. As all should know, however, a rumor is about the easiest thing in the world to start - and the hardest to stop!

In times past, such rumors have been circulated about various tobacco products, including some of ours. This is not only harmful to the industry, but is unlawful.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Rumors (continued)

Therefore, we must have no part in spreading rumors. If told a rumor, regardless about which company or brand, we must deny any knowledge of it. If asked about a rumor, we should state that we know of no grounds for such a story, and quickly drop the subject.

Any employee known to have started or found circulating such a rumor will be subject to the immediate termination of his/her employment.

Communications With Competitors and Customers

You should never discuss past, present or future prices, or conditions of sale with competitors; nor should you discuss direct listing with competitors or customers.

Policy on Statements Involving The Company

Members of our Field Sales Force must not discuss Company business with any member of the news media or any representative of the broadcast media (radio or television), no matter how informally. Any news releases, news photographs, and interviews pertaining to Company activities will be issued or approved by the Home office only. (Each news release will carry the name and telephone number of the proper person to contact if additional information is needed.)

Handling of Merchandise

Before merchandise owned by any wholesale or retail account is removed from the outlet, it must first be checked out by the manager or someone acting with the authority to act for the manager. Additionally, any merchandise being brought into a wholesale or retail outlet must be checked in by a person with authority. In all cases, the proper RJRT form (Cash Order Slip) indicating an Exchange, Cash or Bill-Through transaction must be signed by a person with the appropriate authority. These instructions must be adhered to at all times. If you have any questions, promptly get in touch with your Division Management.

Calling on Schools

I. **When Contacting On-Campus Cigarette Outlets, It Is permissible to:**

1. Check and rotate stocks of our brands.

2. Sell to the retail outlet any of our brands that may be needed to maintain distribution.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Calling on Schools (continued)

3. Call on retail accounts located on college campuses and offer package and carton merchandisers and shelf contracts.

   When retail package or carton merchandisers are installed in retail outlets located on college campuses, all advertising copy must be removed before the fixture is placed in these locations. It is strongly recommended that when a package or carton merchandiser is placed in a retail outlet located on a college campus, that a member of management personally supervise the installation to ensure compliance with this policy.

II. When Contacting On-Campus Cigarette Outlets, It Is NOT Permissible To:

1. Engage in cigarette promotion of any nature in cigarette outlets on campus, on school facilities, or in fraternity or sorority houses.

2. Advertise, display or promote cigarette products in any other way in retail outlets located on college campuses; therefore, permanent cigarette counter displays, on-pack and on-carton promotions, or any other promotional programs will not be permitted in these outlets. This must be thoroughly understood.

3. Place, or furnish, any cigarette advertising matter - pasters, decals, calendars, cutouts, stickers, ashtrays, etc.

The above instructions apply to any and all facilities of schools, colleges, universities, military academies and youth job corps centers, regardless of whether located on or off the school's property.

Security

As part of our continuing concern for the personal safety of our employees, as well as for the security of your Company vehicle and other Company property, the following security guidelines have been developed for your consideration as you carry out your day-to-day accountabilities. In addition to these guidelines, it is the Company's policy that employees are prohibited from possessing firearms or other weapons on any Company property, including the Company vehicle. Any employee violating this policy will be subject to corrective action, up to and including the termination of his/her employment.

Please review these guidelines carefully and keep them in mind when you inevitably find yourself in one or more of the situations addressed. As you will see, these guidelines are very general in nature, and are certainly not meant to

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Security (continued)

be alarmist. Rather, much of what is contained in the guidelines is simply common sense guidance which, if practiced regularly, will enhance both your personal security, as well as that of your Company vehicle and property.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

RJRT SALES PERSONNEL VEHICLE SECURITY CHECKLIST

1. To reduce the risk of breakdowns, keep your vehicle well maintained and never let the gas tank fall below one-quarter full.

2. Before entering your vehicle, either at home, at the office, or at an account, make it a habit to observe the environment surrounding the vehicle. Be alert for individuals who appear to be loitering in the general area where the vehicle is parked.

3. As you proceed toward your vehicle, be aware of other individuals who may be walking in the direction of your vehicle, whether following you or from another direction. Slow your pace and watch how the situation develops. If the individuals pass on, proceed to your vehicle; but if there appears to be some risk, return to the store or office you just left.

4. Always approach your vehicle with keys in hand. Do not use magnetic key holders to hide a spare car key on your vehicle.

5. Before unlocking the vehicle, make a quick visual inspection of the interior. Once inside, make it a habit to lock the doors.

6. If any items are discovered missing in the vehicle, immediately lock it and phone the local police and your office to report the theft.

7. Always attempt to park your vehicle in the safest location possible: On the job, as near to the entrance of your account as possible.

8. If your vehicle is equipped with an alarm, it should always be activated when you are not in the vehicle.

9. Don't stop your vehicle merely because someone is attempting to wave you down, especially if you are in a remote location. If someone appears to require assistance, you may stop and partially roll down your window to inform the party that you will send help.

10. If someone other than a uniformed or plainclothes officer in a clearly marked squad car attempts to force you to stop, do not comply. Continue to drive to a place where you can stop in relative security, such as a police department, fire department, or service station.

11. Know the location of police, fire, and service stations in the areas you normally pass through. Always attempt to travel known, well-used, lighted streets and highways. Before taking a shortcut, think through your decision.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

RJRT SALES PERSONNEL VEHICLE SECURITY CHECKLIST (continued)

12. If someone does follow you, drive in the center lane (if available) to maintain maneuverability in the event the individual attempts to cut you off.

13. If someone attempts to enter your vehicle at a stoplight or stop sign, begin sounding your horn and drive on as soon as traffic conditions allow. If the intersection is clear, drive through.

14. If your vehicle breaks down in an area which, due to time of day or area location, causes you concern about personal safety, do not get out of your vehicle unless conditions force you out. Be prepared to stay in your vehicle and wait for help or possibly daylight to arrive.

15. If you are involved in an accident and are concerned about your safety, due to the demeanor of the other driver or persons gathering around the scene, remain in your vehicle until the authorities arrive.

16. Exercise caution when sitting in your vehicle alone performing paperwork. Windows should be rolled up and doors locked. In warmer weather, a common fault is to turn off the engine and open the windows for ventilation.

17. When parking your vehicle at an attended garage or parking lot, leave only your ignition key. Reduce the opportunity for enterprising thieves to make duplicates of household or office keys.

18. After dark, always attempt to park only in lighted, populated locations.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

REFERRAL BONUS PLAN FOR REFERRING REPRESENTATIVES, SECRETARIES, AND REGION OPERATIONS COORDINATORS

The R. J. Reynolds Tobacco Company has a Referral Bonus Plan for referring Field Sales Representatives, Field Sales Secretaries, and Region Operations Coordinators.

Details of the Plan are as follows:

1. The Plan is available to all full-time regular employees of R. J. Reynolds Tobacco Company Field Sales Force, except management. (Members of the Field Sales Management are not eligible for compensation under this Plan.)

2. Under the Plan, an eligible employee will receive a $400.00 bonus for each applicant for positions of full-time Retail Representative, Secretary - Field Sales, or Region Operations Coordinator referred to Management, if such applicant is employed.

3. This bonus of $400.00 will be subject to Federal and State taxes as income; however, such taxes will be grossed-up (i.e., the Company will pay all Federal and State Income Taxes applicable to this bonus). This income will not be considered as part of an employee's annual salary when computing the employee's Retirement Benefits or any other employee benefit program based on annual salary.

4. Employees referring applicants under this Plan are requested to give careful consideration to the qualifications of each applicant they refer. Only those who are believed to qualify for the positions of Retail Representative, Secretary - Field Sales, or Region Operations Coordinator should be referred.

5. When an employee-referred applicant for the full-time Retail Representative, Secretary - Field Sales, or Region Operations Coordinator is employed, the Division manager or Region Operations Manager, on or after the effective day of employment, must advise the Sales/Marketing Personnel Department, by letter giving the names of both the new Representative, Secretary - Field Sales, or Region Operations Coordinator and the non-management employee who referred the new employee. Once this information is received, a check for $400.00 will be mailed to the qualifying employee. NOTE: In order to qualify for this referral bonus, the employee's name must be listed as the referral source on the new hire's original employment application.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

REFERRAL BONUS PLAN FOR REFERRING REPRESENTATIVES AND SECRETARIES (continued)

6. If the applicant is referred for part-time employment and subsequently is hired as a full-time Retail Representative, Secretary Field - Sales, or Region Operations Coordinator, the non-management employee will qualify for the referral bonus.

7. If a referred applicant is not employed, it will be the responsibility of the Division Manager or Region Operations Manager to promptly explain to the employee who made the referral why the applicant was not employed. This is very important and must be done without fail.

8. In the event that more than one employee refer the same applicant, the referral bonus will be divided equally between the referring employees.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

III. EMPLOYMENT PRACTICES

Equal Opportunity/Affirmative Action

R. J. Reynolds Tobacco Company adheres to a policy of equal employment opportunity and affirmative action in all personnel actions and in every phase of its business activity.

Accordingly, equal opportunity is afforded to all employees and applicants for employment regardless of race, color, religion, sex, sexual orientation, age, national origin, handicap, or status as a disabled veteran or veteran of the Vietnam Era, in all personnel actions.

It is the Company's policy to maintain a working environment free from discriminatory insult, intimidation, or harassment due to any of these factors, and any such incident, should be promptly reported to management for investigation and corrective action as appropriate.

The Company will not retaliate or discriminate against any employee or applicant because he/she has opposed an employment practice made unlawful, or filed a charge of employment discrimination, or testified, assisted, or participated in any way in an investigative proceeding or hearing relating to employment practices.

The Company has developed, and is currently administering, an affirmative action program. If you have any questions regarding the program, or opportunities within the Company, please see your Division Manager.

Sexual Harassment

It is the policy of the Company to maintain a working environment free from all forms of sexual harassment. Sexual Harassment in any manner or form is expressly prohibited. All incidents of sexual harassment will be promptly and thoroughly investigated, and appropriate corrective action will be taken. Any employee who engages in any action or conduct constituting sexual harassment will be subject to appropriate corrective action, up to and including immediate termination.

Sexual Harassment includes, but is not limited to, the following:

A. Unwelcome, deliberate, or unsolicited verbal comments, gestures, or physical actions of a sexual nature toward another employee.

B. Demanding sexual favors or sexual activity of another employee.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

C. Subtle pressure for sexual favors or sexual activity of another employee.

D. Explicit or implicit promise of preferential treatment with regard to an individual's employment status in return for sexual favors or sexual activity.

E. Taking, recommending, or refusing to take or recommend, any personnel action with respect to an employee because of the employees rejection or refusal of sexual favors or sexual activity, or for reporting sexual advances or demands for sexual activity.

F. Exercising or attempting to exercise the power of authority of one's position to control, influence or affect the career, salary, job, or other employment conditions of an employee in exchange for sexual favors.

It is the responsibility of any employee who believes that he/she has been subjected to sexual harassment, either by a member of management, co-worker, or customer, to immediately report the incident to the appropriate local manager, or directly to the Sales & Marketing Employment Practices Manager in Winston-Salem.

All reported incidents of sexual harassment will be promptly and thoroughly investigated. At the conclusion of this investigation, all involved parties will be informed of management's findings, and appropriate corrective action will be taken.

Corrective Action Policy

The Company believes that rules of conduct are necessary for the safe and efficient operation of the Company, and that corrective action will occasionally be required to protect the interests of the Company or other employees, or to assist employees in improving their own performance. Therefore, situations requiring corrective action will be acted upon promptly, though not in haste, and the action taken will be consistent, impartial, and based on sound and prudent judgment.

In most cases requiring corrective action, the Company will follow a process of progressive discipline, designed to give the employee the direction and opportunity necessary to correct the problem. In these cases, the steps of progressive discipline will normally include an ORAL WARNING, followed by a WRITTEN REPRIMAND, FINAL WRITTEN REPRIMAND, and finally, if necessary, TERMINATION.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Although this progressive approach to corrective action will be followed in most cases, there may be instances where one or more of these steps may be omitted, due to the nature or severity of the infraction. While it is not possible to specify

the appropriate corrective action for every situation, it is the responsibility of management to determine the appropriate action on a case by case basis, considering the particular facts and circumstances involved.

While not intended to be all inclusive, the following is a list of actions which could result in the termination of employment for the first offense:

A. Abusive or threatening language or actions toward a member of management, fellow employees, or customers.

B. Willful destruction or misuse of Company or customer's property.

C. Taking Company, customer, or fellow employee's property without permission.

D. Gross misrepresentation of Company reports.

E. Refusal or failure to repair, replace, or reimburse the Company for damages to the Company vehicle, or other property, resulting from the employee's negligence.

F. Gross misconduct, or the violation of generally accepted/common sense standards or rules of conduct.

G. Shortage in the Field Sales Operating Fund that will not or cannot, be reimbursed by the close of the next business day.

H. Serious violations of the Company's Sexual Harassment Policy.

I. Obtaining any form of credit (cash, merchandise, etc.) from a retailer or distributor.

J. Possessing firearms or other weapons on any Company property, including the Company vehicle.

K. Suspension or revocation of driver's license resulting in inability to meet job qualifications.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Communications Channels

The Company believes that every employee deserves to work in an environment in which he/she is treated with respect and fairness. The Company further believes that every employee has a responsibility to report any activities that appear to be in violation of our business standards in order to maintain the reputation and well-being of the Company. Accordingly, the Company maintains a communications channel in which employees can express their concerns if they believe that they are not being treated with respect and fairness or if they have knowledge of any activities which appear to be in violation of our business standards.

The Company encourages employees to use the following communications channel whenever necessary:

- Employee should discuss concern with immediate manager. Be candid, open, and specific. In most cases, the concern can be resolved at this time.
- If the concern is not resolved as a result of this discussion, or if the concern is of such a nature that the employee prefers not to discuss it with their immediate manager, the employee should contact their manager's manager.
- If the matter is still not resolved, the employee may wish to contact the appropriate Sales Employment Practices Manager in Winston-Salem.
- Finally, if the employee still has not received a satisfactory response, the employee may cover the matter with the Vice-President, Sales and Marketing Development, in Winston-Salem.

Alcohol/Drug Abuse

I. Policy

The Company believes that every employee deserves to work in a safe and productive environment. Individuals who abuse alcohol/drugs are a potential hazard to safety and productivity in the workplace. Therefore, the Company's policy on alcohol/drug abuse is designed to help protect the safety and health of all employees.

If an employee sells, distributes, purchases, or possesses drugs (as drugs are defined in state and federal drug laws and regulations); solicits the purchase of sale of drugs, or violates any state or federal law or regulation applicable to drug use, during working hours, or while on Company business; or if an employee engages in unauthorized use of alcohol during working hours or while on Company business, such employee is subject to the immediate termination of his/her employment.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

II. Procedure

1. Mandatory Referral for Assessment and Assistance.

When safety, work performance, attendance, or conduct is interfered with by an employee's apparent alcohol/drug abuse, a mandatory referral to the Company's Medical or Employee Counseling Department will be made by management, and the employee will be suspended from work, with pay, until further notice.

An employee's refusal to participate in this mandatory referral will result in appropriate disciplinary action, up to and including the immediate termination of employment.

If the referral to the Medical or Employee Counseling Department results in a determination that the work related problems were the result of an alcohol/drug abuse problem, the employee will receive a Final Warning.

2. Medical Alcohol/Drug Testing

As part of the mandatory referral for assessment and assistance, an employee may be required to submit to medical alcohol/drug testing.

3. Employee's Consent to Alcohol/Drug Testing

Before any such testing is conducted, the employee will be asked to sign a form authorizing the test and the release of the body fluid sample or specimen, to an outside laboratory for analysis, and authorizing the release of the test results to the appropriate Company management.

An employee's refusal to consent to an alcohol/drug test or to release the results of the test, will result in appropriate disciplinary action, up to and including the immediate termination of employment.

4. Results of Alcohol/Drug Test

If the initial alcohol/drug test is positive, a second confirmation test will be performed on the same specimen or sample using an alternative method.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

5. Return to Work Following a Mandatory Referral

Prior to returning to work following a mandatory referral for assessment and assistance, the employee will be required to provide adequate medical documentation indicating that he/she is medically fit to return to work and operate the Company vehicle. If the medical release includes any ongoing medical restrictions or conditions, the employee will be required to provide documentation that he/she is continuing to comply with those restrictions or conditions, if required by the Medical Department.

Employees will be required to attend all outpatient treatment or aftercare sessions on their own time.

Any relapse or failure to comply with any of these requirements may result in the immediate termination of employment.

6. Serious Misconduct

If serious misconduct, hazardous behavior, damage, negligence, or other extenuating circumstances occur, the employee is subject to the immediate termination of employment.

7. Medical and Disability Coverage

Medical and disability coverage is available for treatment of alcohol/drug problems subject to the provisions and definitions of the Company's medical and disability plans.

8. Voluntary Assistance

Nothing in this policy is intended to limit employee access to voluntary, confidential assistance with alcohol/drug related problems, as long as safety, work performance, attendance or conduct is not affected. Employees will, however, be limited to one voluntary admission to an in-patient treatment program without corrective action being taken, due to the inherent impact of in-patient programs on the employee's availability for work.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Employee Assistance Program

I. Policy

The Company recognizes that the personal problems of employees can significantly affect work performance. Personal problems include marital, family, financial, behavioral, emotional and mental problems, alcohol/drug abuse, crisis and grief situations, and work related stress. Because the Company values its employees and needs to minimize the effects of personal problems on safety and job performance, professional counseling is offered in the best interest of the employee, the family, and the Company.

RJR has been providing confidential employee counseling since 1949 and is one of the first marriage and family counseling and pastoral counseling programs in American industry. RJR employees, retired employees and their immediate families are eligible for this voluntary and confidential consultation program without charge.

For employees and families outside the Winston-Salem area, professional counselors affiliated with the RJR Nabisco employee assistance network provide the consultation, assessment and referral assistance - also without charge.

This program of assistance is offered as an investment in the employee's well-being. It is to your advantage to get whatever assistance you need as early as possible - before personal problems interfere with health or personal relationships, or spill over onto the job and become performance problems.

Consultation, assessment and referral assistance is available for marital and family concerns, alcohol and other drug abuse, crisis situations, other personal stress and job-related issues.

Referrals of Aetna MultiMed participants to inpatient or outpatient mental health/substance abuse treatment must be pre-approved by Preferred Health Care (PHC).

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Consultation, assessment and referral assistance is available by calling:

Employee Assistance Program
(OHS / EAP)
1-800-3327-9133
1-415-461-4337

or

RJR Employee Counseling
1-800-443-2255
or
(910) 741-2255

Direct referrals to treatment may be obtained by calling:
Preferred Health Care (PHC)
1-800-843-7920

II. Procedure

1. Voluntary Requests for Assistance

If an employee approaches management and voluntarily requests a referral to one of the Employee Assistance (EAP) programs, the referral will be treated on a confidential basis, as long as performance, attendance, conduct, etc., are not affected. In-patient treatment, either requested by the employee or suggested by the referral agency, which would require the employee to be away from his/her normally scheduled work hours, will be granted only one time without a corrective action being issued.

2. Mandatory Referrals Following Performance Problems

If management observes performance or behavioral problems of such a nature that they cause a concern about either the safety of the employee, or a potential vulnerability for the Company, management will make a mandatory referral to the appropriate assistance agency as part of any corrective action that is issued.

Once the referral has been arranged, the employee will be notified that failure to keep the scheduled appointment may result in the immediate termination of his/her employment.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Assuming that the employee keeps the scheduled appointment, his/her employment status will depend on the medical recommendations of the referral agency and the Company's Medical Director.

If the determination is that the employee is medically fit to work, provided he/she participates in some continuing treatment program, the employee will be required to provide documentation that the requirements of the treatment program are being met, just as in any other situation where medical restrictions apply. Failure to maintain documentation of compliance with the treatment program requirements may result in the immediate termination of employment.

Consensual Romantic Relationships

The primary concern of the Company in situations involving consensual romantic relationships between employees, or between an employee and a customer or supplier, is the potential negative impact on the Company's business , and the potential liability that arises when a relationship of this type exists. It is a well-established and accepted standard of business conduct, that employees of the Company must avoid situations where their personal interest could conflict with, or even appear to conflict with, the interests of the Company. While the Company desires that employees be free to make personal choices in their private lives, and enjoy social relations and normal business relations, employees must not have any personal interests which conflict with those of the Company, or which might influence or appear to influence their judgment or actions in performing their job duties. All employees must discharge their responsibilities solely on the basis of what is in the best interest of the Company, independent of personal considerations or relationships.

While it is not possible to detail every situation where conflicts of interest may arise, a conflict of interest may well arise when an employee directly, or indirectly, supervises, processes payment to, or engages in other business dealing with an employee or any other individual with whom a consensual romantic relationship exists.

Any time such a conflict of interest, or an apparent conflict on interest, arises, or if an employee thinks that a conflict may arise, it is the responsibility of the employee to disclose the potential conflict to management.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

In the event that a Manager or Supervisor involved in such a relationship falsely denies his/her involvement when confronted by upper management, he/she will be subject to corrective action, up to and including immediate termination of employment, due to the fact that such denial would constitute a material misrepresentation, which would prevent the Company from taking the actions necessary to reduce its vulnerability.

In most cases, once the Company becomes aware that such a relationship exists, the appropriate action would normally involve the transfer or reclassification of one or the other of the individuals to another position or location in order to eliminate the perceived conflict of interest created by the relationship.

In a situation where there is no position or location reasonably available at the time which would eliminate the conflict of interest, the individual who would have otherwise been transferred or reclassified will be terminated.

Once again, the Company's actions in these situations are determined strictly by the liabilities they create for the Company, and do not represent any moral judgment or attempt on the part of the Company to unnecessarily interfere in an employee's personal life.

Safety And Health Program

We value the safety and health of all our employees.

We are committed to identifying and evaluating hazards on an on-going basis, and we actively work to act on that knowledge to prevent accidents, injuries, and illnesses in our workplace.

While we strive to maintain compliance with all applicable laws and regulations, our policy goes beyond compliance, and calls for using a safe and healthful method for any task, whether or not there are regulations that require the safe technique.

We have modeled this program on the guidelines promulgated by OSHA, and have modified it to suit our particular needs where they exceed OSHA standards.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Four Key Elements of the RJR Field Sales Safety and Health Program:

1. Management and Employee Commitment and Involvement

Having a safe and healthful environment in our facilities and work sites requires the dedication and cooperation of all employees. Management provides the motivating force and the resources for organizing and controlling safety and health activities. Employees work to develop and/or express their own commitment to safety and health protection, for themselves and for their fellow workers.

2. Worksite Analysis

We engage in a variety of worksite examinations, to identify not only existing hazards but also conditions and operations in which changes might occur to create hazards. Through inspections, analysis, audits, and employee alertness, we strive to identify all potential hazards, so we can anticipate and prevent harmful occurrences.

3. Hazard Prevention and Control

Whenever hazards are identified, we strive to prevent them by effective design of the job or job site. Where it is not feasible to eliminate the hazards, they are controlled to prevent unsafe or unhealthful exposure. Control may be by engineering, procedure, personal protection, or administrative control. Elimination or control is accomplished in a timely manner, once a hazard or potential hazard is recognized.

4. Safety and Health Training

On-going training is available for all employees at all levels, and from the first day on following the hiring of a new employee.

Program Elements

1. Roles and Responsibilities

Employees - Each employee is responsible for checking his/her vehicle or other item of equipment used by him/her prior to use each day to ensure a safe operating condition. Any unsafe or improper equipment is to be repaired prior to use and/or reported to management dependent upon the authorization given that employee by local management.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000

Management - Each manager is to periodically check conditions and equipment encountered in the duties of employees. Checks may be random, scheduled, or initiated by employee reports. Work related injuries are to be investigated and reported within one work day of notification by employees.

Management of each sales office will conduct periodic audits (at least annually) of selected jobs and conditions to verify compliance with this program.

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Source: https://www.industrydocuments.ucsf.edu/docs/mrbn0000